For: State and County Offices

Implementing the County Office OnLine Travel System, FY 2004

Approved by: Deputy Administrator, Management

1 Overview

A Background

Use of the OnLine Travel System (OnLine) to prepare CO County Office employees' travel documents will be implemented in the County Offices of select States on October 1, 2003.

Half of the States implemented use of OnLine on October 1, 2002; the remaining States will implement OnLine on **October 1, 2003**.

A list of the States that will be implementing OnLine on October 1, 2003, is in Exhibit 1.

B Purpose

This notice provides implementation participants with guidance on preparing CO County Office employees' travel documents beginning October 1, 2003, using the OnLine Travel System.

Disposal Date	Distribution
October 1, 2004	State Offices; State Offices relay to County Offices

2   Travel Information

A   Travel Contacts

Travel management issues should be addressed to the appropriate office. The following list
provides the correct contact for different types of issues.

Issue	Contact
Computer logon instructions, user ID, password, connectivity, printing, etc.	Kansas City IT Security Help Desk at 816-926-6537. **Note:** Per your State Office policy, some State Offices want County Offices to contact the State Office and talk to the State Security Liaison Representative first.
Entering travel documents OnLine or inquiring about OnLine travel documents, NFC OnLine System Travel Manuals	NFC Information Center at 504-255-5230.
General payment, processing, reports, or suspense issues	NFC Travel Inquiry Section at 504-255-4878.
Requests for NFC procedures manuals, bulletins, etc.	NFC Directives and Analysis Section at 504-255-5322.
Accounting/travel payments, Foundation Financial Information System (FFIS Accounting System)	Christine Claussen, KCFO, FAD at 816-926-1949.
Budget issues/travel allotments	Budget Division at 202-720-7205.
Travel issues	Check the NFC Travel Manual, contact the State Office, DAFO at 202-720-7890 or 202-720-0183, and then call FMD, ATPS at 703-305-1408.

3   Travel Authorizations

A   FSA's FY 2004 Budget and Travel Authorization

FSA's FY 2004 appropriation has not been signed by the President at this time. If the FY 2004 appropriation is NOT signed by the President and a Continuing Resolution occurs, travel may only be authorized for the period of the Continuing Resolution.

During **any continuing resolution period in effect,** all official travel must be authorized on a "Type C" basis for the specific resolution period until final appropriations are passed.

Special Note: County Offices may issue blanket travel authorizations and "Type L" authorizations for **any continuing resolution period in effect** until final appropriations are passed.

BUD will notify the Agency on the FY 2004 appropriation status under separate notice, as necessary.

Non-Federal travel allotments will be issued by BUD as part of the non-Federal payroll allotment. The funds will be issued to the State Offices, who in turn will issue the funds to County Offices.

B   Policy

Agency policy **mandates** that AD-202's and AD-616's be restricted in travel dates to one FY. **FY 2004 begins** Wednesday, October 1, 2003.

C   Format

On **travel documents** submitted to NFC for processing, **do not** use dashes or spaces in the:

- travel authorization number
- originating office number (OON)
- accounting code.

D   Reusing Travel Authorization Numbers

If a travel authorization number is assigned and the trip is canceled, **do not reuse the authorization number.** Assign the next AD-202 number.

3   Travel Authorizations (Continued)

E   FSA Travel Authorization Number

When preparing AD-202 for travel **on or after Wednesday, October 1, 2003, FY 2004,** ensure that the 13-digit travel authorization number is formatted as shown in the following table.

The **AD-202 number format** is "4CSCESSCCCXXX" for a single trip.

Digits	Description	What to Use
1st	Last digit of FY.	Use "4" for FY 2004.
2nd	Type of travel authorization code.	Use "B" for Limited Open travel. Use "C" for Individual Trip Travel. Use "L" for Local Travel.
3rd	Number of travelers.	Use "S" for single traveler. Use "M" for multiple traveler. (LM for Local Travel Only).
4th and 5th	Agency code for all County Offices.	Use "CE".
6th through 10th	Numeric State and county code.	Use "SSCCC", that is, the 2-digit State code/3-digit county code assigned to each office.
11th through 13th	Sequential number.	Begin with "001" and continue issuing numbers sequentially for the remainder of FY.

Example: Knox County, Maine would use the State and county code of 23013; Noble County, Ohio would use the State and county code of 39121; and Hart County, Georgia would use the State and county code of 13147.

The first AD-202 issued by Payne County, Oklahoma would be "4CSCE40119001".

For a listing of specific State and county codes for each office, see 1-CM (Rev. 3), Exhibit 101.

These State and county codes are also listed in 98-FI, Exhibit 13.

3   Travel Authorizations (Continued)

F   Clarifying Types of Travel Authorizations

Only certain employees may use certain types of travel authorizations as shown in the following table.

Type of Travel Authorization	Used By
Type B - Limited Open	CED's and field employees or similar positions requiring frequent, routine, nonlocal travel within a specific work-related geographic area, such as Maine, the Midwest Area, Jefferson County. **Note:** "Type C" AD-202 is needed for travel that is any of the following: • outside the geographic area • includes annual leave • for training and conferences.
Type C - Trip-by-Trip	All travel for trips to specific nonlocal itineraries and relocation (Permanent Change of Station).
Type L - Local	Employees traveling within the area of their official duty station.

Blanket travel authorizations (Types B and L) can be completed on an annual basis. However, during **any continuing resolution period in effect**, all official travel must be authorized on a "Type C" basis for the specific resolution period until final appropriations are passed.

Special BUD Division Notes:

County Offices may issue blanket travel authorizations for **any continuing resolution period in effect** until final appropriations are passed. Once a final appropriation has been passed, blanket authorizations for the period October 1 through September 30 will be allowed in County Offices.

Multiple local only (ML) authorizations would be allowed in the County Offices. This would allow multiple employees to be put on 1 travel authorization for the period October 1 through September 30.

3   Travel Authorizations (Continued)

F   Clarifying Types of Travel Authorizations (Continued)

ML travel authorizations would not be obligated. The travel voucher would be recorded as an obligation, accrual, and payment document when the payment is processed for reimbursement to the traveler.

Examples of AD-202's are in the NFC Travel System (TRVL) Guide, dated March 2003.

4   Action

A   NFC Travel System (TRVL) Guide

Each County Office needs a copy of the NFC Travel System (TRVL) Guide. NFC has a website that provides access to all NFC manuals and guides that agencies need. Each CO may print a copy of the guide from the NFC website. The guide is used by all agencies that process travel documents at NFC. The guide provides instructions on how to enter and release travel documents in the NFC OnLine Travel System.

To print a copy of the guide, the computer that the print job will be requested from must have Adobe Reader installed.

If the computer does not have Acrobat Reader, download Acrobat Reader from:

   http://www.adobe.com/products/acrobat/readstep2.html.

Then click on the following website to access the guide:

   http://dab.nfc.usda.gov/pubs/docs/trvl/trvl.pdf.

Then print the NFC Travel System (TRVL) Guide, and **use it as the reference guide** on how to input and release travel documents in the OnLine Travel System.

4   Action (Continued)

B   Accounting Classification Code Structure

The 14-digit accounting classification code format is described in the following table.

Digit	Description
1st	Last digit of "BFY".
2nd and 3rd	Fund Code "87" only.
4th through 8th	5-digit budget organization code, Exhibit 13.
9th and 10th	2-digit subobject code, Exhibit 27. **Note:** Use codes 01 through 15, and 17 through 21, 23, or 24, according to 98-FI.
11th through 14th	4-digit project code number, Exhibit 23.

Example: Site visit for Payne County, Oklahoma 48740119010000. For listings of specific codes issued for each office, see 98-FI.

Note: The subobject code should be numeric for travel, not alpha which is used for T&A's. The State and county codes are listed in 98-FI; see the appropriate exhibit as stated in this subparagraph.

4   Action (Continued)

C   Preparing AD-202 for FY 2004 Travel

The following table describes AD-202 actions.

Step	Action
1	Prepare AD-202 for FY 2004 travel, including all costs associated with the travel on or after October 1, 2003.
2	Ensure that proper FY travel authorization numbers, OON's, and accounting classification codes are used on each AD-202.

D   Preparing AD-616 for FY 2004 Travel

The following table describes AD-616 actions.

Step	Action
1	Prepare AD-616's for FY 2004 travel on or after October 1, 2003.
2	Ensure that the correct travel authorization numbers, OON's, and accounting classification codes are entered on each AD-616.

E   Repaying Personnel/Payroll Application Travel Advances

Travel advances issued through the Personnel/Payroll Application before implementation of the OnLine Travel System shall be repaid to the issuing County Office within 30 calendar days of the implementation date.

4   Action (Continued)

F   Travel Advances and Repaying Travel Advances

In April 1999, FSA began using the Automated Teller Machine (ATM) to acquire cash advances for travel expenses. At that time, ATM became FSA employees' primary method of obtaining cash for travel expenses.

Therefore, all employees **must** account for all travel advances received by them **outside** of the ATM program on their AD-616's.

On every AD-616, employees must show the **total amount of the travel advance outstanding** received outside of the ATM program and apply that total amount for travel advance repayment. Any travel advance balance remaining not completely liquidated by AD-616 should be repaid by direct remittance (check or money order) to the NFC lockbox address:

NFC
USDA FSA
ADMINISTRATIVE COLLECTIONS
P.O. BOX 60000
NEW ORLEANS, LA 70160-0001

Submit AD-616's for payment **within 5 workdays** after completing a trip or period of travel, or every 30 calendar days if the employee is in a continuous travel status.

See the following for additional Agency travel advance policy:

• NFC Travel System (TRVL) Guide, Travel Advances for input instructions
• FSA/FAS Travel Policy and Procedure Manual, Part 5-6, Travel Advances.

4   Action (Continued)

G Release of Travel Documents to NFC for Processing

The authorization and approval of travel will **not** change with the implementation of the OnLine Travel System. However, each State Office must determine whether they want to retain the computer process of releasing signed (approved) travel documents to NFC for processing, or delegate release authority for travel documents to the County Offices.

Special Note:

Each State Office should make their determination and notify the Computer Security Staff using FSA-13-D so that the County Offices may be set up to operate accordingly. See Exhibit 2.

When completing FSA-13-D, ensure to include the OON(s) employees need access to, the organization structure level(s) employees need access to, and the type of access required: inquiry, input authorization, input voucher, release authorization, and/or release voucher.

H County Office Originating Office Numbers (OON's)

The present County Office format is as follows.

- "XC" is the Department code for County Offices.
- "CE" is the Agency code for County Offices.
- "CE" is the Servicing Agency code for County Offices.
- "00" is the place holders that must be included as part of OON.
- "XX" is the numeric State code.

Exhibit 3 contains State-by-State OON's to be used for County Office travel.

If a State Office would like additional OON's for their County Offices, then the State Office may submit AD-956 (Exhibit 4) directly to NFC through the address at the bottom of the form. If needed, State Offices may receive a copy of AD-956 from the Computer Security Staff. NFC will assign the County Office OON number. Once NFC has notified the State Office of the new OON, the State Office must request access to the new OON from the Computer Security Staff through FSA-13-D.

Exhibit 4 is a copy of page 208 of the NFC Travel Guide which shows AD-956.

I Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

4   Action (Continued)

J   Contact

If there are questions about this notice, contact the appropriate office in the following table.

Issues	Office	Contact
Computer Issues	Field Offices	Kansas City IT Security Help Desk at 816-926-6537 **Note:** Some State Offices want County Offices to contact the State Office and talk to the Security Computer Specialist.
Accounting	Field Offices	Christine Claussen, KCFO, FAD at 816-926-1949
Travel	DAFO	FMD, ATPS at 703-305-1408
	State Offices	DAFO
	County Offices	State Office

States of the FY 2004 Group

OnLine Travel Implementation By State - FY 2004 (Begin Using OnLine on October 1, 2003)		
Alabama - AL	Louisiana - LA	New Hampshire - NH
Alaska - AK	Maine - ME	New York - NY
Arkansas - AR	Maryland - MD	Ohio - OH
California - CA	Massachusetts - MA	South Carolina - SC
Colorado - CO	Michigan - MI	South Dakota - SD
Connecticut - CT	Minnesota - MN	Texas - TX
Delaware - DE	Missouri - MO	Vermont - VT
Georgia - GA	Nebraska - NE	Virginia - VA
Illinois - IL	New Jersey - NJ	
Indiana - IN	New Mexico - NM	

Example of FSA-13-D, Field Office Data Security Access Authorization Form

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-13-D	U.S. DEPARTMENT OF AGRICULTURE	INSTRUCTIONS: Complete a separate form for each employee. For quicker processing, please complete all required fields.	1. REQUEST DATE

(9-9-02)   Farm Service Agency
FIELD OFFICE DATA SECURITY ACCESS AUTHORIZATION FORM

2. NAME (Last, First, MI)	7. TYPE OF EMPLOYEE	11. CHECK & LIST CURRENT USER ID

Are you are Federal Employee? ☐ Yes ☐ No   NITC/TSO ____
                                                     GLS/EFT ____

3. PHONE NO. (Include Area Code)	8. CHECK THE TYPE OF FSA EMPLOYEE

( ) – Ext.   ☐ State ☐ County ☐ District   COPS ____
                                                        NFC ____

4. FAX NO. (Include Area Code)	9. TITLE OR POSITION

( ) –   ADPS ____

10. SERVICING OFFICE CODES:

5. INTERNET E-MAIL ADDRESS (**REQUIRED**)   **(REQUIRED FIELDS)**   EIS/OTIS ____

6. SOCIAL SECURITY NUMBER (**REQUIRED**)   RD Code [ ]   FSA Code [ ]   FOCUS ____

– –   FIRM ____

12. STATE OFFICE ADDRESS (Include ZIP Code)   TAC AC ____

13. COUNTY OFFICE ADDRESS (Include **County Name** & ZIP Code)   INTERNET ____

VPS Printer ____

14. COMMENTS REGARDING THIS REQUEST

PLEASE CHECK **ONLY** THOSE SYSTEMS THE USER NEEDS TO HAVE ADDED OR CHANGED.

15. IDMS SYSTEM APPLICATIONS	16. NITC SYSTEM APPLICATIONS	18. NFC SYSTEM APPLICATIONS

ADPS ☐ Create/Re-establish ☐ Make Change   NITC/TSO ☐ Create/Re-establish ☐ Make Change   PCTARE ☐ Entry ☐ Transmit
APPROP ☐ Create/Re-establish ☐ Make Change

PCPRCH 40 ☐ Inquiry ☐ Entry ☐ Verify
GLS ☐ State ☐ County ☐ District   PCPRCH 60 ☐ Inquiry ☐ Entry ☐ Verify

a. Proficiency (Choose Inquiry or Update AND Level)   EFT   ITRS ☐ Preparer ☐ Primary ☐ Backup
☐ Inquiry ☐ Level 0   FOCUS ☐ FLP Staff ☐ District   ☐ Approver
☐ Update ☐ Level 1 ☐ Level 2

OTIS ☐ Read ☐ Write   PCTRAV/TRVL ☐ Inquiry ☐ Entry
b. Transaction Authority Code (Select one)   ☐ Release Authorization ☐ Release Voucher
☐ 00 – ALL Transactions   ☐ EIS ☐ IRMAD   PRCHINQ
☐ 30 – N/A, 3B, 3J, 3T   PAYROLL/PERSONNEL SYSTEM
☐ 10 – N/A, 1A, 1B, 3T, 3B   ☐ TRMS (Include VPS ID) ☐ FIRM   *Check applicable option:* I = Inquiry or U = Update
                                                                              NS = Non-Sensitive, S = Sensitive

c. OFFICE CODES (County codes for ADPS)	17. WEB APPLICATIONS			

☐ PROXY Server (Internet Access)   PRES/PACT   IRIS NS S
☐ TAC AC Server (Remote Dial-In Access)   SINQ   TRAI NS S
                                               FINQ   PINQ NS S
19. VPS ID REQUEST (Must be LAN/WANed)   TINQ   RETM I U
a. TCP/IP ADDRESS: CULPRIT   SPPS (ALL) I U
                                                FOCUS   PMSO I U
b. PRINTER NAME: HCUP   TMGT I U
d. SET UP ADPS SAME AS USER ID: DOTSE/MANLOG (ALL) UCFE I U
                                                            PROP/EMIS I U
c. NAME OF MAINFRAME SOFTWARE: POI Code(s):   REGION:
e. ERC: 9G ☐ YES ☐ NO   OON Code(s):
                                                ORG Code:

OFFICIAL SIGNATURES OF APPROVAL

20. STATE EXECUTIVE DIRECTOR (SED)	DATE	21. SERVICE CENTER SECURITY OFFICER	DATE

SECURITY STAFF ONLY

22. ISSO SIGNATURE APPROVAL	23. REQUEST TO **NITC** (Date)	25. NEW **NITC** ID CREATED	27. OTHER NEW IDs CREATED
	24. REQUEST TO **NFC** (Date)	26. NEW **NFC** ID CREATED	

Example of FSA-13-D, Field Office Data Security Access Authorization Form (Continued)

FSA-13-D, FIELD OFFICE DATA SECURITY ACCESS AUTHORIZATION FORM
Completion Instructions

1	Security Request Date	Enter the date you submit the request to the FSA-Kansas City-ITSTO-Security Office.
2	Employee Name	Provide your full name. Enter last name, first name, middle initial, as applicable.
3	Phone No.	Provide your direct telephone number, including the area code.
4	FAX No.	Provide a FAX number which would allow Security to fax you documents if required. Include area code.
5	Internet E-mail Address	Provide your entire Internet E-mail address so Security can send you notification of completed request.
6	Social Security Number	Provide your SSN. Requests cannot be processed without the SSN. This is a **MANDATORY** field. **Disclosure Statement:** The SSN that you have provided is considered sensitive and not for public disclosure. The SSN will **only** be used for authentication purposes and will not be disseminated other than on a need-to-know basis for security related purposes.
7	Type of Employee	Check whether you are Federal or non-federal by placing an **X** in the appropriate box.
8	Type of FSA Employee	Identify if you are a State, County or District employee by checking the correct box.
9	Title or Position	Provide your full title or position.
10	FSA/RD Servicing Office Codes	Provide the FLP Servicing Center Office Code (Example: 01-306) and the FSA FIPS code (Example: 01-005). This is REQUIRED to process NITC, GLS, EIS/OTIS and ADPS.
11	Current Logon IDs	Check the box beside any logon ids you currently have in your possession. Include the USER ID to the right of the checked box.
12	State Office Address	Provide the complete State office mailing address for the State in which you are currently employed.
13	County Office Address	Provide the complete County office mailing address for the County Office in which you are physically located.
14	Comments Regarding This Request	Please enter any comments, such as if this is a transfer, whether we are to delete the user ID's or any other information that will be helpful in processing this request.
15	**IDMS** System/Applications	Place an **X** in the box of the system/application for which you require access. Select **Create/re-establish** for a new or deleted ID. Select **Make Change** to alter an existing ID.
	a. Proficiency Level	a. Select Inquiry (**0** = read only within your domain) or Update and **1** = update within your domain or **2** = update outside your domain.
	b. Transaction Authority Codes	b. Place an **X** in the box describing the transactions for which you will require access.
	c. Office Access Codes	c. List all the counties for which you will need access.
	d. Setup Same as USERID	d. Provide a **setup ADPS same as** logon id if one has already been established in the same office location.
16	**NITC** System/Applications	These logon IDs provide you access to system/applications through Kansas City. For NITC, place an **X** in the box **Create/re-establish** for new ID or deleted ID needing re-established. Select **Make Change** to alter an existing NITC ID. For GLS, FOCUS and OTIS, place an X in the box describing which level of access you will require. For all other access, place an **X** in the box or boxes indicating the system/applications for which you require access. If you choose TRMS access, be sure to include a VPS printer ID in section 11 beside **VPS Printer**.
17	**WEB** Applications	For access to the internet, place an **X** in the box next to PROXY Server.
	Dial-In Access	If you require dial-in access for On-Net, place an **X** in the box next to TACAC Server.

Example of FSA-13-D, Field Office Data Security Access Authorization Form (Continued)

FSA-13-D, FIELD OFFICE DATA SECURITY ACCESS AUTHORIZATION FORM
Completion Instructions (Continued)

18	**NFC** System/Applications	These systems/applications are controlled by the National Finance Center. Requests are forwarded to NFC for processing.
	PCTARE	Place an **X** in the box marked **Entry** to have Time and Attendance entry access and/or **Transmit** to have Time and Attendance transmission ability.
	ITRS	Place an **X** in the box marked **Preparer** or **Approver**. If **Preparer** is checked, check the box marked **Primary** or **Backup**.
	PCPRCH 40/60	Check PCPRCH 40 and/or 60 as well as what levels of access are needed for each application.
	PCTRAV/TRVL	Place an **X** in the box marked **PCTRAV/TRVL** and select the levels or access needed.
	Payroll/Personnel System	Check the box next to the desired applications. Check the additional information as follows: ➣ PINQ, IRIS, TRAI - Check the letter beside the appropriate box, as applicable: **S** = Sensitive; **N** = Non-sensitive; or check both ➣ SPPS, RETM, TMGT, UCFE, PROP/EMIS and PMSO - Check **ONE** letter beside the appropriate box: **I** = Inquiry; **U** = Update
	POI, OON and OLN codes	When requesting access to Payroll/Personnel System, remember to include the **Originating Office Number (OON)**, the **Organization Level Number (OLN)** and the 4-digit **Personnel Office Identifier Number.**
19	VPS Print ID for Local Area Network (LAN)	To request a printer ID, please include the following information: ➣ TCP/IP address assigned to you ➣ Printer name (you name it) ➣ The name of the mainframe software you are using to access the mainframe
20	Signature of the State Executive Director (SED)	Please ensure that the **SED** signature is in place. If the SED is unavailable, the Acting may sign as a substitute.
21	Signature of the Automation Coordinator (AC)	Please ensure that the **AC** signature is in place. If the AC is unavailable, the Acting may sign as a substitute.

WHERE TO SUBMIT SECURITY ACCESS REQUEST FORM, FSA-13-D

Information Systems Security Program Staff: Customer Questions:
FAX: 816-926-6090   **Phone:** 816-926-6537
E-MAIL: security@kcc.usda.gov

Originating Office Numbers (OON's)

County Office OON's					
State	**OON**	**State**	**OON**	**State**	**OON**
Alabama	XCCECE0001	Louisiana	XCCECE0022	New Hampshire	XCCECE0033
Alaska	XCCECE0002	Maine	XCCECE0023	New York	XCCECE0036
Arkansas	XCCECE0005	Maryland	XCCECE0024	Ohio	XCCECE0039
California	XCCECE0006	Massachusetts	XCCECE0025	South Carolina	XCCECE0045
Colorado	XCCECE0008	Michigan	XCCECE0026	South Dakota	XCCECE0046
Connecticut	XCCECE0009	Minnesota	XCCECE0027	Texas	XCCECE0048
Delaware	XCCECE0010	Missouri	XCCECE0029	Vermont	XCCECE0050
Georgia	XCCECE0013	Nebraska	XCCECE0031	Virginia	XCCECE0051
Illinois	XCCECE0017	New Jersey	XCCECE0034		
Indiana	XCCECE0018	New Mexico	XCCECE0035		

Example of AD-956, Request for OON Action

Title II, Chapter 2, Section 1
Travel System (TRVL)

Exhibit 26

Form AD-956, Request For Originating Office Number Action

REQUEST FOR ORIGINATING OFFICE NUMBER ACTION

Block 1, Type Action. Enter the appropriate 1-position, alpha action code.

   R = Request. This code is used to request an originating office number (OON) from the National Finance Center (NFC) and to establish the related agency data in the OON file.

   C = Change. This code is used to change or correct the address, accounting station, and telephone number of an existing originating office location.

   D = Delete. This code is used to delete an OON and related data from the file.

Block 2, System Code. Enter the appropriate 2-position system indicator for the system which the OON will be utilized.

   61 = Travel System

   68 = Miscellaneous Payments System

Block 3, Effective Date. Enter the effective date of the action.

Originating Office Number.

Block 4, Department Code. Enter the 2-position, alpha department code (e.g., AG = Department of Agriculture).

Block 5, Agency Code. Enter the 2-position, alphanumeric code.

Block 6, Servicing Or Agency Specified Code. Enter your 2-position, alphanumeric agency code, or agency specified code.

Block 7, NFC Assigned Or Agency Specified Number. If you entered:

   Action Code R, leave blank if NFC assigned. Enter code if agency specific.

   Action Code C or D, enter the 4-position, numeric code that was assigned to the originating office location.

Certifying Officer Number (Action Code R only). Blocks 8 through 17. For use in the Miscellaneous Payments System, enter the 10-position Certifying Officer number that corresponds to the OON being established.

New, Old. If you entered:

   Action Code R, complete New to identify the agency office that is to be assigned an OON. Leave Old blank.

   Action Code C, complete New to show the new agency address, accounting station, and telephone number. Enter the old agency address, accounting station, and telephone number in Old.

   Action Code D, leave New blank. Complete Old to identify the agency and related data that is to be deleted.

Blocks 18 and 25, Agency Name. Enter the name of the agency (maximum of 35 positions).

Blocks 19 and 26, Accounting Station Code. Enter the 4-position, number accounting station code.

Blocks 20 and 27, Agency Address. Enter the street or PO Box address (maximum of 35 positions).

Blocks 21 and 28, City. Enter the city name (maximum of 15 positions).

Blocks 22 and 29, State. Enter the 2-position, alpha state code.

Blocks 23 and 30, ZIP Code. Enter the 5- or 9-position, ZIP Code.

Blocks 24 and 31, Telephone Number. Enter the area code and telephone number of the agency office identified above.

Block 32, Authorized Signature and Title. Must be signed before NFC will process the transaction.

ACTION CODES				FOR NFC USE ONLY		
R = Request	C = Change	D = Delete				

1. TYPE ACTION (1)	2. SYSTEM CODE (2)	3. EFFECTIVE DATE			ORIGINATING OFFICE NUMBER			
		MONTH (2)	DAY (2)	YEAR (2)	4. DEPARTMENT CODE (2)	5. AGENCY CODE (2)	6. SERVICING OR AGENCY SPECIFIED CODE (2)	7. NFC ASSIGNED OR AGENCY SPECIFIED NUMBER (4)

CERTIFYING OFFICER NUMBER (System Indicator 68 only) (10)

8.	9.	10.	11.	12.
13.	14.	15.	16.	17.

NEW		OLD	
18. AGENCY NAME (35)	19. ACCOUNTING STATION CODE (4)	25. AGENCY NAME (35)	26. ACCOUNTING STATION CODE (4)
20. AGENCY ADDRESS (35)		27. AGENCY ADDRESS (35)	
21. CITY (15)	22. STATE (2)	23. ZIP CODE (5 or 9)	28. CITY (15)	29. STATE (2)	30. ZIP CODE (5 or 9)
24. TELEPHONE (Area Code and Number) (10)		31. TELEPHONE (Area Code and Number) (10)	

32. AUTHORIZED SIGNATURE AND TITLE

FORM AD-956 (Revised 8/96)

┌   USDA NATIONAL FINANCE CENTER   ┐
MAIL TO ▶ ASCS DATA CONTROL UNIT
       PO BOX 60000
       NEW ORLEANS LA 70160
└   ┘

Use Of
Window Envelope
Is Optional

Updated 4/3/02   **211**